

**TITLE: Primary Reviewer Selection Method**

**PURPOSE:** Define the Primary Reviewer selection process.

**REVIEW/REVISIONS:** Permanent amendment/revisions to this policy must be presented to the IACUC for review before implementation and should be developed by the IACUC Office and/or IACUC membership.

**EFFECTIVE DATE:** March 25, 2004; **Revision/Re-Approval:** 11/2/06

**PERSON(S) RESPONSIBLE:** IACUC Program Coordinator, Chair and membership.

**POLICY/PROCEDURES:**

**Role of Primary Reviewer:**

The Primary Reviewer may recommend Accelerated Approval for protocols in which the animals will not exhibit discernable clinical signs of pain and/or distress. (Categories A, B, C) The entire IACUC is notified when protocols are recommended for accelerated review and given an opportunity to request additional review. If no additional requests for review are received, approval is finalized. In this capacity the Primary Reviewer serves as a solitary "Designated Reviewer".

Protocols not eligible or deemed appropriate for Accelerated Approval are forwarded to a Sub-Committee or Quorum Review Meeting where the Primary Reviewer serves as the advocate for the project for the committee.

Recommendation Options for the Primary Reviewer:

Approve - No problems noted in review of the protocol

Approve/Revision - Minor issues of concern were noted during review. Upon receipt of a response from the Principal Investigator to the IACUC Office, the protocol is ready to complete the designated review process (ie. Accelerated Review or Sub-Committee Review).

Revise: Return to DPR - Issues of concern was of such a nature that the Primary Reviewer requests to review the investigator's response prior to the protocol continuing to the Designated Sub-Committee Review.

Revise: Complete New Form - The issues noted during review were of such a nature or numerous enough to require the completion and submission of a new form.

Quorum Review - The Primary Reviewer may or may not disapprove a submission summarily, protocols "disapproved" by the Primary Reviewer should be routed for "Quorum Review" that is a convened Full Committee Review.

In addition to the general protocol review, the Primary Reviewer is charged with conducting a side-by-side comparison of the protocol to the funding agency's grant.

**Justification:**

The University of Arizona IACUC has established a review process which includes the utilization of a Primary Reviewer who is responsible to conduct an in-depth review of protocols assigned to them. Historically, the IACUC Program Coordinator has assigned Primary Reviewers due to their full-time status in the IACUC Office and familiarity with the review process and ability to track protocols through the review process. The University of Arizona IACUC determined that this historical precedence should continue. The Primary Reviewer, under the direction of the IACUC Chair and authorized by the IACUC Committee, is assigned by the IACUC Program Coordinator. This is to assure that the protocol review process is not unduly delayed.

**Assignment of Primary Reviewers:**

The following parameters have been established with regard to the assignment of Primary Reviewers. This directive will be reviewed at least annually in conjunction with any changes in the IACUC roster.

- 1) Only Scientific and Veterinary members are eligible to conduct Primary Review because of their scientific expertise in the area of animal research.
- 2) Primary Reviewers may not review protocols on which they are participants.
- 3) Primary Reviewer assignment is based on a general rotation with the following issues taken into consideration:
  - a) Submitted protocols are targeted to Primary Reviewers in a manner so that they have at least a week to review the protocol prior to their next sub-committee meeting.
  - b) Protocols targeted for accelerated review are generally assigned to Veterinary Members of the IACUC, but may be sent to Scientific Reviewers with particular expertise or interest in the area of research described.
  - c) IACUC members may request to review/not review protocols from specific investigators.
  - d) Expertise of the Primary Reviewers is taken into consideration whenever possible to assure thorough review; however, occasionally there may be an overwhelming influx of one type of protocol which will necessitate further distribution to avoid overloading any single reviewer.
- 4) The IACUC is notified of assigned Primary Reviewers on the Notification of Protocol Submission memo. Any member may volunteer to serve as Primary Reviewer for a specific protocol.

**Note:** *The entire IACUC receives a listing of submitted protocols including the designated primary reviewer.*

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This Description of Primary Review Selection Methods was reviewed on **November 1, 2007** and approved by a majority of the IACUC present:

IACUC Chair: \_\_\_\_\_

Date: \_\_\_\_\_